

# BASICS PRINCIPAL QUICK REFERENCE GUIDE

Texas PTA and You - Better Together



## OUR PURPOSE

**Mission:** To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

- Engaging families from the school community
- Sharing power
- Collaborating with communities

## FOUNDATION OF SUCCESS: PTA STRUCTURE & SUPPORT

We are in this together. PTA is a 501(c)(3), nonpartisan, member-based association. It is governed by members and managed by elected and appointed leaders at every level. PTAs are supported by their Council, Field Service Representative, Texas, and National PTA.

**Members**

**Local PTA (Campus)**

**Council PTA (District) and FSR**

**Texas PTA**

**National PTA**

## ROLE OF PTA BOARD & PRINCIPAL

The PTA model engages your entire diverse community. Membership elects the officers including a president, vice president, treasurer, and secretary. As principal, you are automatically an executive board member. The president, with executive board approval, appoints the remaining positions, including a parliamentarian. You are encouraged to attend all executive board and membership meetings. You are a very important part of the team!

Plans of work, developed and approved by the board, ensure everyone is in agreement with the scope of work. These plans of work become the foundation for a budget that must be approved by the membership.

## TRANSPARENT FINANCES How PTAs Fulfill Their Mission



The executive board creates and approves plans of work that include project-related expenses and projected income.



Membership adopts a budget built by the executive board or budget and finance committee. Additionally, financial reports are presented at all regularly scheduled membership meetings.



The mission of PTA is carried forward through parent and community education, engagement, and empowerment.



At the end of the fiscal year, a financial reconciliation is required, and a report is presented and adopted by the membership.

## TRAINING

PTA executive board members must take training. Go to [txpta.org/training](https://txpta.org/training) to learn more.



## PROGRAMS

Take advantage of powerful and relevant out-of-the-box family programming offered by Texas PTA at no charge. Go to [txpta.org/connect-programs](https://txpta.org/connect-programs) to learn more.

## STAY IN TOUCH



Texas PTA



txstatepta



txpta.org



texas\_pta



texaspta

For questions about all things PTA, call 1-800-TALK-PTA.



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**SCHOOL:** \_\_\_\_\_

**PTA NAME:** \_\_\_\_\_

**PTA ID:** \_\_\_\_\_

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## Executive Board Contacts

POSITION	NAME	PHONE	EMAIL
President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Membership	_____	_____	_____
Parliamentarian	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Council/Field Service Contacts

POSITION	NAME	PHONE	EMAIL
Council President	_____	_____	_____
FSR	_____	_____	_____
_____	_____	_____	_____

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Each year, Texas PTA encourages PTAs to share the love and nominate educators who truly back the future of their communities. **Learn more at [txpta.org/share-the-love](http://txpta.org/share-the-love).**

